



NATIONAL ORGANIZATION FOR STUDENT SUCCESS

# Minutes Executive Board Meeting

**February 5, 2021**  
**Executive Board Conference Call**

The Board convened at 1:00 pm Eastern

Present: Denise Lujan, Meredith Sides, Dan Nelson, Glynis Mullins, Carol Mueller, and Annette Cook

Guests:

Absent:

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## **1. Review of Minutes (Board)**

Motion to approve the minutes from the January 8, 2021 virtual Zoom meeting

First: Carol

Second: Annette

Discussion:

Motion passed 6-0

Motion to approve changing the in-person conference in June 2021 to a virtual conference.

First: Meredith

Second: Annette

Discussion:

Motion passed 6-0

## **2. President's Report (Denise Lujan)**

- More discussion about evaluating the operational structure of chapters (2021 strategic plan item) at the next meeting. Denise, Meredith, and Dan will meet to identify the preliminary details to begin evaluating the operational structure. Suggestion- Annette will create a doodle poll to establish a meeting time and include Mary Monroe-Ellis for shadowing purposes.
- Denise and Glynis represent the NOSS organization by presenting at CCA in April. Presentation details are forthcoming.

- Discussion regarding CLADEA’s attempt to reach out to the Board concerning the new direction of the organization. Under the new leadership, the Board agrees to obtain more details before making a final decision regarding a continued partnership.
- A discussion about when the new officers take the oath of office; Bring new officers in March versus during the virtual conference in June. The Board referred to the Bylaws stating the Vice President is a two-year term, and the appointed Treasurer is a three-year term. Suggestion to solicit the Emeritus Cabinet’s help to guide the NOSS board regarding when the new officers should take the oath of office and begin their designated terms. Suggestion: Dan and Carol remain active to provide a transition period for the incoming board members.

### **3. President Elect’s Report (Meredith Sides)**

- The International Liaison has a vacancy. Meredith proposed not to do anything with this position right now and wait until after the conference.
- Membership Task Force Video Update: The Board reviewed the video for further discussion. The Board is excited about the work this group is doing. Suggestions from the Board- Institutional membership promotion: Annette will provide a membership list to the Task Force. The Board liked the advice to send magnets and the letter to new members. Also, offer former members a gesture of gratitude based on tenure. There are some concerns, so further discussion is required. Suggestion to start sending a Magnet and letter on March 1. Stamps are 55cents! Save all documents in a Membership drive.
- Proposed to revise the network report schedule, documents, etc. The desire is to develop a new format. Requirements: Goal of Growth including a recruitment plan; Use of data to promote a recruitment plan and set goals; Provide more details for guidance. The following steps: discuss the proposed revisions with the network chairs at the next meeting. Once approved by Network Chairs, then reach out to Annette to develop a form.
- Discussion about the Muse/Elmont Award concern: To remove some of the restrictions for this award. Allow a student with at least one of the requirements to be eligible for this award. Note: All award committee members did accept the change.

Make a motion to modify the criteria in the Muse/Elmont Award to one program activity.

First: Meredith

Second: Annette

Discussion

Motion passes 6-0

### **4. Vice President’s Report (Dan Nelson)**

- Chapter updates: Maryland Chapter requested the use of the organization’s zoom. A decision is possible once the Board has more discussion. There are a variety of concerns with allowing chapters to use the organization’s zoom account. Update: Texas requested a Logo!!! WhooHoo!
- Suggestion: Chapters allow a publisher to manage the virtual conference.

## 5. Secretary's Report (Glynis Mullins)

- Adding the President's letter to the monthly newsletter will provide an opportunity to keep all correspondence in one location. One-Stop-Shop! The Board liked the idea.
- Suggestion: Halt putting the network article information in the newsletter- focus more on advertising. The networks will coordinate with the Secretary on an advertisement strategy. A requirement that each network must submit to P2P. Board agrees!

## 6. Treasurer's Report (Carol Mueller)

- Treasurer report- Provided and reviewed by the Board. The Board request to have a Month by Month comprehensive report. The Treasurer (Carol) grants the request and can provide a month by month spreadsheet in the future. Currently, for this fiscal year the organization's finances are down.
- Current Balance: \$331,934.92

## 7. Conference Manager/Executive Assistant's Report (Annette Cook)

- Executive Assistant
  - Membership and Google stats reviewed by the Board.
  - Officer duties file reviewed by the Board.
  - Suggestion to provide the past year's minutes to John Craig and Mary ME.
  - Christina and TPSE- Christina has agreed to be the TPSE rep. Yippee!
  - Chapter membership payments- Discussion about how to standardize the process of the organization handling chapter membership payments. More discussion required to develop a set of standards is necessary across all chapters to streamline the process. The Board agrees that this could be an excellent opportunity to encourage members to pay their NOSS membership payments. Joining the chapter would include joining NOSS! Great!
  - Suggestion: To share what NOSS is doing with the members (CCA, AMATYC, TPSE, etc.). A proposal to include this information in the next President's letter for the newsletter.
  - Update: Texas Chapter logo ordered. Awesome!
- Conference Manager
  - Virtual 2021
    - Update with Westgate- Canceled contract, review 2024 dates, etc.
    - Summit plans- One day only! (June 14, 202)
    - Lumen Learning has agreed to be the premier sponsor for the NOSS virtual 2021 conference! Lumen Learning will take care of the cost to host the virtual conference. Lumen Learning will provide six zoom accounts of up to 1000 people- registration desk; five other zoom accounts up to 250 - 300 (separate links for each) – concurrent sessions.
    - Registration fee: \$150 suggestion for members, \$ 200 suggested for nonmembers, and \$75 for the student rate. The Board is pleased! It is

essential to consider that we are in a pandemic, budget restraints across the nation, and the organization's financial current standing.

- Schedule (60 total concurrent sessions with 11 of those guaranteed).
- Special Events- The Board reviews and finalized the considerations for scheduling the special events listed.
  - Leadership Congress
  - Awards
  - Business Meeting
  - Chat with the Board Virtual Hour
  - Network Meetings
  - Chapter Meetings
- Exhibitor Options-
  - GOLD LEVEL = \$1500 sponsorship; Includes logo on NOSS website as a sponsor, list of attendees who consent to share their contact information, logo on the conference's emails, one complimentary registration, and one concurrent session on the program.
  - SILVER LEVEL = \$1000 sponsorship; Includes logo on NOSS website as a sponsor and logo on the conference's emails, one complimentary registration.
  - BRONZE LEVEL = \$500 sponsorship; Includes logo on NOSS website as a sponsor.
- Update logo- Vegas to Virtual logo! New logo to represent the move from in-person to virtual conference. Excitement!
- The theme for 2022 in ATL is needed as soon as possible. The Board will discuss this further at the March meeting with the hopes of finalizing a creative theme for the 2022 conference in ATL.

Next meeting: March 5, 2021, at 2 pm Eastern  
Meeting adjourned at 3:21 pm Eastern